



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

Canc frp: Feb 05

OPNAVNOTE 5430  
Ser N09B17/4U682403  
16 April 2004

OPNAV NOTICE 5430

From: Chief of Naval Operations  
To: OPNAV Principal Officials

Subj: CHANGE TO THE ORGANIZATION OF THE OFFICE OF THE CHIEF OF  
NAVAL OPERATIONS (OPNAV)

Ref: (a) OPNAVINST 5430.48D (OPNAV Organization Manual)

Encl: (1) Missions and Functions of Assistant for Civilian  
Personnel and SES Policy, N1M  
(2) Memorandum of Agreement between Director, Navy Staff  
(DNS) and Deputy Chief of Naval Operations (Manpower &  
Personnel) (DCNO (M&P)) (NOTAL)

1. Purpose. To announce changes to the organization of the  
Office of the Chief of Naval Operations with regard to Civilian  
Personnel and SES Policy for OPNAV and activities for which FSA  
is claimant or DNS is CAO.

2. Background. This is in keeping with alignment of total  
force human resource policy and management under N1.

3. Organization Changes. Effective immediately:

a. The Assistant for Civilian Personnel and SES Policy,  
N1M, is established. Mission and functions for N1M are at  
enclosure (1).

b. The Assistant for Civilian Personnel and SES Policy,  
N09BD, is disestablished. Resources of N09BD are transferred to  
N1.

c. For those civilian personnel matters affecting the OPNAV  
staff, including OPNAV SES, N1M reports to DNS.

4. Location. The Assistant for Civilian Personnel and SES  
Policy will be located at Presidential Towers #1, Room 7400.  
The mailing address will be Chief of Naval Operations (N1M),  
2000 Navy Pentagon, Washington, DC 20350-2000.

5. Action

a. CNO (N1) will:

(1) Revise applicable directives as appropriate within 6 months of the date of this Notice.

(2) Update the N1 mission and function statement to reflect the addition of civilian personnel and SES policy functions, and submit to DNS (N09B1) within 30 days of the date of this Notice.

(3) Submit Standard Forms-52 to effect the alignment of civilian personnel from DNS to N1 within 30 days of the date of this Notice.

(4) Execute applicable action items contained in the Memorandum of Agreement at enclosure (2).

b. CNO (DNS) will:

(1) In coordination with N1, align the three civilian billets from DNS to N1.

(2) Update reference (a).

(3) Execute applicable action items contained in the Memorandum of Agreement at enclosure (2).

(4) Update the Global Address Listing to reflect the new codes.

6. Cancellation Contingency. When contents are incorporated into the next revision of reference (a).

P. A. TRACEY  
Vice Admiral, U.S. Navy  
Director, Navy Staff

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ASSISTANT FOR CIVILIAN PERSONNEL AND SES POLICY  
N1M

Mission: To advise and assist N1 and N09 in the administration and oversight of civilian personnel programs, including the Senior Executive Service (SES) within OPNAV and the CNO claimancy.

Functions:

1. Advises on civilian personnel policies issued by Office of Personnel Management, SECDEF, SECNAV, and DASN (CP/EEO) and serves as OPNAV authority for review of and application of new civilian personnel policies.

2. Reviews and makes recommendations on civilian personnel issues submitted by activities comprising the CNO claimancy for N1, DNS, VCNO, and SECNAV resolution.

3. Administers all Executive Resources Matters for CNO. This includes positions designated within the Senior Executive Service (SES), the Senior Level (SL) executive, and the Senior Technical/Scientific (ST) executive.

a. Administers the Navy approved executive annual plan, which includes executive resources from NAVSEA, NAVAIR, NAVSUP and all other Echelon 2 activities reporting to the CNO.

b. Prepares and/or coordinates all executive establishment/disestablishment, recruitments, reassignment, promotions, and awards within CNO and designated Echelon 2 commands. Staffs for VCNO decision, all executive actions requiring Echelon 1 review prior to submission to the Under Secretary of the Navy.

c. Develops and maintains a strategy plan for filling corporate executive positions CNO wide. Works with N00F to ensure effective use of executive resources across the Navy.

d. Serves as Executive Secretary of the CNO Executive Resources board (CNO ERB), chaired by the Vice Chief of Naval Operations.

e. Provides advisory support to the VCNO as member of the Department of the Navy Civilian Executive Resources Board (DONCERB), chaired by the Under Secretary of the Navy.

f. Serves as recorder and support for the CNO SES Performance Review Board which appraises the performance, makes

Enclosure (1)

bonus recommendations and pay adjustment recommendations for all SES within the CNO Component.

4. Advises and assists in civilian personnel programs, as required, for activities comprising the CNO claimancy.
5. Acts as originator and liaison with HRO and HRSC on all OPNAV civilian personnel actions. Reports to DNS for those civilian personnel matters affecting the OPNAV staff.
6. Coordinates with Director, Navy Staff Budget Office on all new OPNAV staffing requirements and civilian manpower issues.
7. Advises, administers and processes civilian personnel honorary awards within OPNAV, and staffs all honorary awards requiring CNO or Secretary of the Navy approval for activities within the CNO Claimancy.
8. Administers the Executive and Management Development Programs.
9. Serves as OPNAV time and attendance administrator.
10. Coordinates with Director, Navy Staff on the New Flag and SES Conference and the All Flag Conference.
11. Administers the CNO Civilian Drug Free Workplace Program. Serves as OPNAV Civilian Drug Program Coordinator.
12. Administers the OPNAV Leave Share/Donor Program.
13. Serves as the CNO point of contact on civilian/military acquisition workforce issues. Responsible for the allocation of mandatory training quotas and education funds for acquisition courses.
14. Assists the Assistant Deputy Chief of Naval Operations (Manpower and Personnel) when requested.